

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
FEDERAL LEGISLATIVE REPRESENTATIVE
EVALUATION PROCESS**

All Proposals received on or before the final filing date and time as specified in the Schedule of Events will be evaluated as outlined below. CalPERS may request clarifications from Proposers at any phase of the evaluation process for the purpose of clarifying ambiguities in the information presented in the Proposal.

CalPERS, in the exercise of its exclusive discretion, may permit the Proposer to correct any error, omission, deviation, or other defect (see Section VIII, General Information). Alternatively, CalPERS may waive such error, omission, deviation, or other defect. However, such waiver shall in no way modify the RFP documents or excuse the Proposer from full compliance with RFP requirements.

A. Preliminary Review

The Technical Proposal will be reviewed to determine completeness of required documentation and compliance with the RFP requirements, using a Preliminary Review Checklist. CalPERS may reject any or all Proposals that fail to meet these requirements.

B. Technical Proposal Evaluation

Upon satisfactory preliminary review, the Technical Proposal will be reviewed to determine Proposer's satisfaction of Minimum Qualifications requirements. After CalPERS has ascertained that the Proposer meets the Minimum Qualifications, the Technical Proposal will be scored by a team of CalPERS Staff selected by CalPERS Chief Executive Officer or designee. This Evaluation Committee will independently review, evaluate, and score the Proposal.

The Evaluation Committee members' scores will be combined to determine an average total score for each Proposer, with a maximum of 300 points. A Proposer must receive a minimum score of 210 points on the Proposal Questionnaire evaluation to be given further consideration.

C. Fee Proposal Evaluation

The Fee Proposal will be opened upon completion of the scoring of the Technical Proposals. Points for fees will be computed for all proposals that obtain a minimum score of 210 points on the Proposal Questionnaire evaluation.

The proposal with the lowest Fee Proposal for all five years of the proposed contract term combined will receive the maximum score of 100 points (Proposal

Evaluation Sheet, Exhibit 3). All other Fee Proposals will be rated proportionately as follows:

$$\frac{\text{Lowest Fee Proposal}}{\text{Proposer's Fee}} \times 100 = \text{Proposer's Fee Proposal Score}$$

D. Finalists

Each Proposer's Technical Proposal score will be combined with the Fee Proposal score. The proposals will be ranked from highest scoring to lowest scoring, with a maximum of 400 points. The highest scoring proposal(s), as determined by CalPERS, will be considered finalists.

One or more team members may conduct background and reference checks of each Finalist. This information will be rated as satisfactory or unsatisfactory. A Finalist Proposer rated as unsatisfactory in any category may be eliminated from further consideration.

E. Finalists Interviews

Each Finalist Proposer eligible for further consideration will be required to appear for an oral interview with the CalPERS Board of Administration at a time and place to be determined by CalPERS. The interview shall include participation by all key professionals who will exercise a significant administrative, policy, or consulting role under the contract.

The interview will provide an opportunity for additional consideration of the Proposer's organization, staff background and experience, research and report capabilities, potential for conflict of interest, fee proposal, or other specific areas of the proposal where clarification is necessary.

Upon completion of the interview process, the Board will rank the Finalist Proposers by motion. The highest ranked Finalist will receive 400 points, and the remaining Finalists will receive points proportionate to their ranking. The incremental difference between Finalists' interview points is derived by dividing the maximum number of points (400) by the number of Finalists eligible for and participating in an oral interview with the CalPERS Board. For example, if there are four Finalists, the first-ranked Finalist receives 400 points, the second-ranked Finalist receives 300 points, the third-ranked Finalist receives 200 points, and the fourth-ranked Finalist receives 100 points ($400/4=100$; $400-100=300$, etc.). Each Finalist's interview score will be combined with its Technical and Fee Proposal scores.

F. Award of Contract

- 1) Contract award will be made to the Proposer having the highest total score, but may be subject to final negotiations and satisfaction of all

requirements. Should negotiations not be successful with the selected Proposer, CalPERS reserves the right, based on its exclusive discretion, to negotiate with the Proposer having the second highest total score. Should negotiations no be successful with the Proposer having the second highest total score, CalPERS reserves the right, based on its exclusive discretion, to negotiate with the Proposer having the third highest total score.

- 2) Notice of CalPERS intent to award to the selected Proposer will be posed in CalPERS Contracts Management Section and at www.calpers.ca.gov for five (5) State business days before the award of contract is made.